Plaxtol School Association

Minutes of Meeting

11th December 2017 at 9.00am

Present: Louise Stiff (Chair), Caroline Scheuermann(Chair), Nayna Ahmed (Secretary), Ayesha Green, Jo Rolls, Suzy Immer (Treasurer), Julie Docherty, Mary Olley, Nikki Garside, Kate Beynon, Emma Elliman (Assistant Headteacher)

Apologies: Kerry Aston, Merran Hilton

1. Welcome - Louise welcomed everyone and thanked everyone for attending.

2. Apologies for absence- apologies were received before the meeting from Kerry Aston and Merran Hilton.

3. Minutes - The minutes from the previous meeting held on 13th October 2017 had been sent to the attendees prior to the meeting and no comments were received. Louise signed these minutes as a true and accurate record of that meeting.

4. Action points from last meeting:

1. Louise to complete finance form showing breakdown from Summer Fair- outstanding.
2. Set date for informal Christmas drinks in the pub (in last week of term)- DONE, this will be 19th December.
3. First Aid- Louise agreed to check with Rachel as to whether the qualification on offer would cover school trips- DONE, yes the qualification will cover school trip. Louise to follow up
4. Louise and Caroline will get a list of positions for parent volunteers that school would find useful and this can be posted on KLZ so that parents can sign up if they can help- outstanding.
5. Caroline Dean to look into JPM scheme so that we can explore whether other employers offer a similar thing. This can then be communicated to parents- outstanding.
6. Nayna to speak to Hayden P-J about the school anniversary- outstanding.
7. Louise and Caroline will work on setting dates for the events planned this year, in conjunction with Lisa, before the next meeting- DONE.
8. Jo to book FC for the Xmas fair- DONE.
9. Nayna to arrange for the number of Committee Members to be reduced to 3 (not including Chairs, Treasurer, Secretary or Headteacher) at the next AGM- DONE, will be on the agenda at AGM.

5. Fireworks

The fireworks had been a tremendous success with everyone saying they were the best fireworks and the best bonfire yet. Nikki explained she would need help to organise the event next year. Jo said that she and Tony would be happy to assist. It was agreed that they would work as a team with meetings, which needed to be minuted for insurance purposes. Jo confirmed that the PTA.UK insurance that we have in place is very comprehensive and that the PTA website is very helpful for organising all events. She confirmed that our insurers do not need to be notified unless an event is expected to attract over 3000 people.

Nikki explained that a lot of the volunteers for fireworks night are parents whose children would be leaving the school this year. In order to keep this a school event (with all proceeds to school) we will need to ensure that more current parents are involved next year. It was noted that lots of the parents whose children are leaving will be happy to stay involved as well. Jo confirmed that Geoff Taylor has already said he will build the bonfire next year and clear it up afterwards, which is a massive job.

Jo said that the lantern parade had been a big hit too.

It was agreed that ticket prices should go up next year, particularly for on the night purchases. Wrist bands should also be used instead of paper tickets.

Emma offered to assist with any licencing issues.

We should look into have proper first aiders at the event. It was suggested that the committee should try to book the Community First Responders, via James Crawley, if possible.

Jo confirmed that the fireworks company had been booked for next year for the 10th November.

It was suggested that a donation could be made to the playground project in recognition of the community input into the event. Jo agreed to speak to the Youth Group as we would like to give them a donation too, but they have apparently said they don't need the money and would rather it went somewhere else.

Everyone thanked Jo and Tony for stepping in at the last minute, Nikki and Geoff Taylor. The amount raised was £3200, just up on last year.

6. Spending

Suzy confirmed that the bank balance is currently £16000 including £5000 contingency funds for the pool.

£2000 was already committed for next term's classroom supplies.

Everyone approved a donation of £110 for Christmas books for the children from school.

Emma explained that they had had a quote for around £4k for redevelopment on the office area. This was required as a result of the new front desk and was a safeguarding issue as well to make the continuity of the day more efficient.

Nikki agreed to ask Dan Waghorn to provide a quote.

Jo agreed to ask Paul Bryan to provide a quote.

A donation of up to £4000 was agreed in principle, although it was hoped that other quotes would come in lower. Emma will revert once all quotes are received.

Emma also explained that £500 was needed to develop a sensory area for the SEN and intervention room (Owls). There would be a wellbeing side of the room and an academic side of the room.

A donation of £500 was approved for this.

A query was raised as to the money donated after the last meeting for maths resources. Emma explained that it had been agreed that the school would follow Singapore maths. Jo agreed to revert after her maths monitoring visit in her capacity as school governor.

Emma then explained that a speech and language consultant had explained to her that the acoustics in Class 3 were the worst she had ever encountered in a school. Acoustic tiling should ideally be fitted to the ceiling to remedy this. Julie agreed to look into this as the pub has just had this fitted.

7. Grants

Louise explained that Tesco grant application have been submitted for lighting, a trim trail, bikes for EYFS, shade shelter and paper. These would start being processed in March.

She also explained that we hadn't been successful in our Aviva bid for the school pool but next year we should apply in a different category and via a broker. Quotes received for the renovation of the pool so far ranged from between £40k to £300k. Louise will carry on pursuing grants.

8. Playground

Louise confirmed that two playground consultants are booked to come and give ideas and quotes after Christmas. Emma explained that a soft surface area is needed under the existing ropes.

9. Stage

The stage was discussed and it was noted that the new location brought noise problems for Class 2. It was suggested that perhaps another location could be considered and that outside benches for the audience could be looked at.

10. Left over stock from events

There was a quick discussion that ideally any left over stock from events should be reported to Suzy so that when it is then used for the next event, this can be taken into account. Everyone agreed to try and do this.

11. Christmas Fair

The Christmas Fair had been a great success raising over £5000. Jo said that leftover books from the FC grotto would be donated to classes 3 and 4. It was noted that the fair fell only two weeks after Fireworks now that Fireworks is a week later. The November Fair date is good as it gets the Fair sorted by the end of November and catches people before they have started buying things elsewhere. We could consider a week later- to be discussed.

The wreath making night had also been a big success, raising £200 after costs.

13. Secretary

Nayna stepped down as Secretary and Julie kindly agreed to take on the role going forward.

14. Events next year

Louise explained that we still need to fill the gap that Plaxtolvision occupied last year. It was suggested that we could hold an event around the Royal Wedding. Louise and Caroline agreed to contact Marian and the Herald to book this in provisionally.

Otherwise we could look to hold something around the Football World Cup.

17. Next meeting- the date for the next meeting will be confirmed in due course but will be middle to end of January next year.

The meeting then closed at 10am.

Action points from meeting

1. Louise to complete finance form showing breakdown from Summer Fair
2. First Aid- Louise to arrange attendance on relevant course.
3. Louise and Caroline will get a list of positions for parent volunteers that school would find useful and this can be posted on KLZ so that parents can sign up if they can help.
4. Caroline Dean to look into JPM scheme so that we can explore whether other employers offer a similar thing. This can then be communicated to parents.
5. Nayna to speak to Hayden P-J about the school anniversary.
6. Nikki and Jo to arrange for quotes for the office redevelopment.
7. Suzy to transfer £2610 for approved donations.
8. Jo to check whether Youth Group did say they did not need a donation from the fireworks proceeds. Donation amount to playground project contingent on this.
9. Jo to revert on maths spending after her maths monitoring visit in her capacity as school governor.
10. Julie to look into acoustic tiling for the ceiling of Class 3 and arrange for a quote to be given.
11. Louise and Caroline to contact Marian and The Herald to provisionally book in an event around the Royal Wedding next year. Football World Cup as a back up event.